

**COUNTY OF LOS ANGELES – PUBLIC HEALTH
WEST AND SOUTH LOS ANGELES SERVICE PLANNING AREAS 5 AND 6
MLKCPH
11833 S. Wilmington Avenue
Los Angeles, CA 90059**

Vacancy Announcement

Clinic Nursing Attendant I

Minimum Requirements

- Must currently be a permanent Los Angeles County employee who holds the payroll item of CNA I, or
- Reachable on the Clinic CNA I List

Examples of Duties:

- Participates in Quality Improvement activities.
- Promotes positive interpersonal relations with co-workers and patients.
- Takes and records vital signs, height and weight.
- Collects and labels specimen.
- Telephones patients as reminder of appointments and/or specimen collections.
- Completes forms, logs and reports as required by supervision. Prepares the patient and assists the clinician and/or nurse with examinations and procedures.
- Identifies patient with first and last name, date of birth and medical record number. Seeks clarification if unsure of expectations.
- Documents in patient's medical record, significant information obtained from observations and history taking.
- Uses proper charting format.
- Reports appropriate information to clinic manager.

Desirable Qualifications

- Strong Communication and Leadership Skills
- Computer Literate
- Patient advocate

Interested applicants should send a copy of your resume; last two performance evaluations, last two years of employee time records and copy of CNA Certification to;

Yolanda Shaw, Secretary
Tel: (323) 568-8706
Fax: (323) 249-1591

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN